AAPPL Testing & Proctoring Guide

Before Testing

2-3 Weeks Before Testing

School Test Coordinator and IT Staff

- Review the Technical Requirements for delivering the AAPPL.

- Conduct a System Check on computers being used to administer the AAPPL.

- Set up and test the headsets and microphones that will be used on test day.
    » Ensure that language-specific keyboards have been successfully set up on the computers that will be used on test day. The System Check provides Operating System-specific instructions.
    » Schools must verify that their keyboard of choice works with the AAPPL Presentational Writing (PW) demo tests at www.languagetesting.com/aappl2-demo. This will ensure keyboard compatibility with AAPPL's security features. **Note: Transliteration keyboards of any kind are not acceptable forms of input on ACTFL assessments.**
    » AAPPL will use any language keyboard input your school uses for instruction, except pop-up, on-screen keyboards.
    » For French, German, Italian, and Spanish, on-screen special character support is provided wherever students will be entering text. No additional set-up is required. Students taking the PW component on a Windows-based computer may also use ALT codes if that's preferable.
    » For Arabic, Chinese, Japanese, and Korean, language-specific keyboard layouts must be set up. (Similarly, they may be used for French, German, Italian, and Spanish.) Select the operating system for the device being used and follow the directions provided to complete the set-up: Windows 10, Windows 8, Chromebook, MacOS, iOS.

Teachers and Students

- Have teachers and students review the Test Taking Tips videos and work through the available Demos to familiarize themselves with the AAPPL.
    » **Note:** It is recommended that students practice taking the AAPPL demos in the room where the test will be administered to ensure that there are no bandwidth issues due to the large number of students simultaneously accessing media files over your network.

- The AAPPL Topics can be found on our AAPPL Tasks and Topics page.

- Teachers should decide in what order they will administer the four AAPPL test components (Interpretive Listening, Interpretive Reading, Presentational Writing, and Interpersonal Listening/Speaking) to students.

- **Note:** While the components are not timed, each component will take approximately 30–40 minutes to complete.

1-3 Days Before Testing

School Test Coordinator and IT Staff

- Run the System Check again to ensure all devices are compatible with the AAPPL.

For Customer Support queries, please email aapplhelp@languagetesting.com or call LTI during regular business hours (Monday through Friday, 8:00 a.m. to 7:00 p.m. Eastern time) at (914) 963-7110 Option 1.

1

» **Special instructions for Chrome browser users:** Due to a recent update to the Chrome browser, it is now necessary for all test takers who wish to use Chrome to complete a System Check immediately before taking their test in order to confirm that Live Caption is not enabled. If Live Caption is enabled, the System Check will alert the test taker that they should contact their teacher or proctor who will then provide instructions to disable the feature in Chrome or change to another browser for testing if available. It is extremely important that all test takers complete the System Check and disable Live Caption if needed, as leaving captioning enabled may affect their test scores.

If you plan to use Chrome for testing, in addition to conducting a System Check 1-3 days before testing, it is now required that you conduct one on each device immediately prior to testing to ensure that the Live Caption feature has not been enabled in the interim.

Please see [this document](#) for details regarding Chrome Live Caption, including instructions for assisting your students in disabling it if necessary.

- Set up and test the headsets and microphones that will be used on test day.

- Print the Student Testing Tickets (called "Labels" in the **Client Site**) with students' log-in credentials and cut them into individual tickets, one for each student.

Test Administrators

- Familiarize yourself with these AAPPL Test Security features.

AAPPL Testing Security Features

In order to ensure test security and that each student's responses are genuine, ACTFL and LTI have put in place several test-security features. Many such features are "invisible" to students; however, the following features are automatically disabled once you log into an ACTFL assessment. Proctors should not consider them to be a malfunction of students' devices or of the AAPPL assessment.

» The right-click feature of your mouse
» The back button
» The Google Translate browser extension, if installed

Additionally, if students leave the browser window on which the assessment is being delivered by opening another window or trying to access another program, they will be logged out of the test and will need to sign back in to continue with the assessment.

While Testing

To Begin Testing

- Refer to the instructions above and ensure that a System Check is run on all devices immediately before accessing the test and that, through this process, you have confirmed that Live Caption is not enabled for test takers using Chrome.

- Ensure a secure testing environment. No papers, pens, pencils, notes, dictionaries, cell phones, cameras, or electronic devices should be allowed in the testing room.

For Customer Support queries, please email aapplhelp@languagetesting.com or call LTI during regular business hours (Monday through Friday, 8:00 a.m. to 7:00 p.m. Eastern time) at (914) 963-7110 Option 1.

2

- Distribute Student Testing Tickets (Labels).
  - » **Note:** These will need to be collected again at the end of the testing period and used on subsequent test days for the other components.
- Direct students to the URL provided on their testing tickets to log in to the test: http://aappl2.actfltesting.org/.

During Testing

- Actively monitor the room during testing to ensure that students are not talking to one another or looking at other computer screens.

- Quietly help individual students with navigating through the test instructions or needing technical assistance with their computers. **Do not help them answer any questions.**

- Encourage students to zoom in to better see the details in photos included within the test. They can do so by holding the Ctrl key and pressing + and - to zoom in and out.

- Contact local IT if any technical assistance is required with a students' computer. Contact LTI if local IT support cannot resolve an issue.

- Should a computer freeze-up or the program close, simply sign the student back into the test and restart it. The test will automatically resume from the point at which the student was disconnected.

- At the conclusion of the day's testing period, be sure to collect the Student Testing Tickets to ensure that students are not able to access the test outside of the proctored environment. The tickets will be needed on subsequent test days.

When Administering the Interpersonal Listening/Speaking (ILS) Component

- The AAPPL (ILS) component records students' speech, and the recordings are scored by human raters. If the noise level becomes too loud, it could interfere with the raters' ability to score the tests, rendering them "Unratable" (UR). Ensure that a quiet testing environment is maintained throughout the testing period.

- Students need not remove their masks to take the ILS component. They should carefully check and confirm their microphones during the system check and repeat the check, if needed, to ensure their microphones are placed appropriately to capture their voices clearly.

- The recording feature will start automatically immediately after the end of the video. You will see the microphone button turn bright red. You will also hear a beep, which signals the recording feature has started.

- Proctors, please read the following required instructions to AAPPL E test takers: You're going to see a series of videos asking you questions and giving you things to talk about. At the end of the video, you'll hear a beep. That beep signals that the test will now start recording your voice automatically, so you should begin talking.

- Prior to administering the ILS component, warn students that if they record profanity or other inappropriate language, including talking with other students during testing, it will be reported to their teachers and their test will receive a score of "Unratable" (UR).

When Administering the Presentational Writing (PW) Component

- Some students have a tendency to spend too much time writing one answer, and as a result, they run out of time to complete the test. It is suggested that the proctor provide time checks to students to help them manage their time effectively.

For Customer Support queries, please email aapplhelp@languagetesting.com or call LTI during regular business hours (Monday through Friday, 8:00 a.m. to 7:00 p.m. Eastern time) at (914) 963-7110 Option 1.

3

When Administering the Interpretive Listening and Interpretive Reading Components

- Please read the following required instructions to students: In the Interpretive Listening and Interpretive Reading sections, there will be some items with four separate prompts and questions. You must answer all the questions before you can continue. You will not be able to return to a question once you move to the next one.

After Testing Each Component

- Ensure that all Student Testing Tickets are collected and that students do not leave the testing location with them.

- Student Testing Tickets must be stored in a secure location between test administrations. They will be distributed to students again on subsequent testing days.

- If an AAPPL test is issued an "Unratable" (UR) rating for any component, that component will automatically be reordered in the system the same night that the UR rating is issued. New login credentials (for only the mode for which the student received the UR rating) can be retrieved the following day on the Client Site to re-administer the test.

After All Components Have Been Administered

- After administering the last component, collect all Student Testing Tickets and destroy them so that they cannot be used by anyone else.

- Scores can be accessed by visiting the Client Site: www.languagetesting.com/client.

- The **Interpretive Reading** and **Interpretive Listening** test modes are machine-scored. New scores are processed and posted to the LTI Client Site daily at 3:00 p.m. Eastern time and generally by no later than one day after a test is administered. The **Interpersonal Listening/Speaking** and **Presentational Writing** test modes are scored by ACTFL-certified human raters and are generally available within two weeks of test administration.

- Due to testing volume and rater availability for certain languages, particularly Hindi, Italian, Japanese, Portuguese, and Thai, additional rating time may be required, especially during the heavy testing window in March, April, and May. While most ratings will be released within two weeks, please allow up to three weeks for ratings in those languages.

- After all components have been rated, individual student Score Reports and Certificates can be printed by the teacher. Access to student data is limited to only the students for whom you are responsible and should have access.

- Remember that students' Score Reports and Certificates are confidential and should be handled accordingly.

AAPPL and iPads: Recommendations Before Testing

Apple's iOS updates often include changes to privacy policies and settings that are designed to protect users' devices and data. As a result of these updates, some AAPPL iPad users may need to troubleshoot their microphone settings.
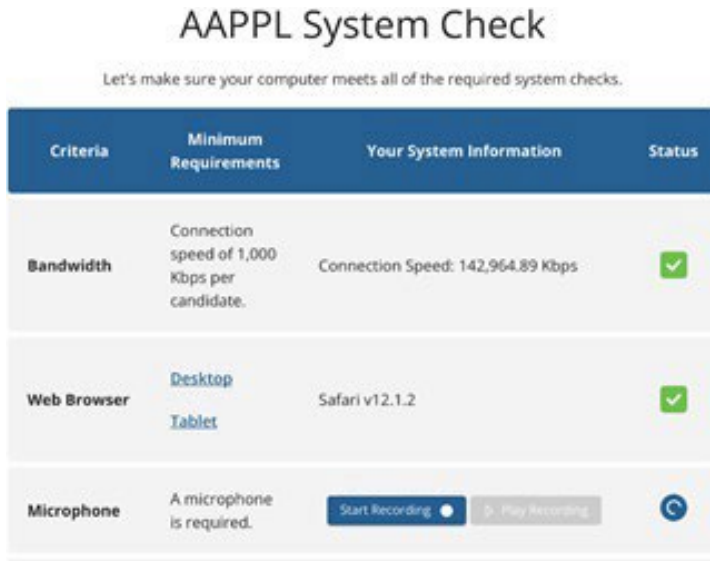
Troubleshooting Measures

- Use Safari when taking the AAPPL.

- If issues arise, clear the Safari browsing history by going to **Settings > Safari** and tapping **Clear History** and **Website Data**.

- Close all other tabs within Safari.
- Ensure a connection to the nearest, strongest Wi-Fi network.

Running the System Check

- Using Safari, run the **System Check** at aappl2.actfltesting.org/systemcheck.
- Tap **Start Recording** to begin the microphone check.

- Safari will request access to your microphone. Tap **Allow**.

For Customer Support queries, please email aapplhelp@languagetesting.com or call LTI during regular business hours
(Monday through Friday, 8:00 a.m. to 7:00 p.m. Eastern time) at (914) 963-7110 Option 1.

5

- The microphone will become active; you will hear a beep and see the red microphone icon in the Safari address bar at top left. At this point, you should speak for 5-10 seconds so that the system can detect adequate volume and diagnose any issues with the microphone.

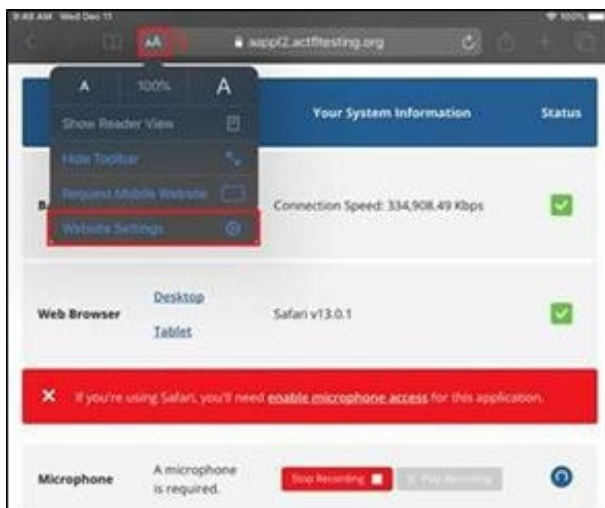- Once you have spoken for 5-10 seconds, tap **Stop Recording**
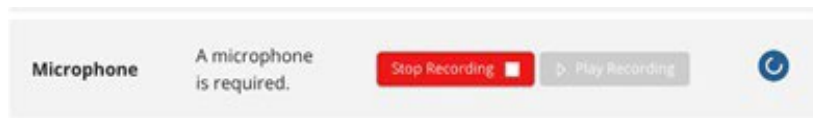
- Tap **Play Recording** and listen. If recording was successful, tap **Yes.**
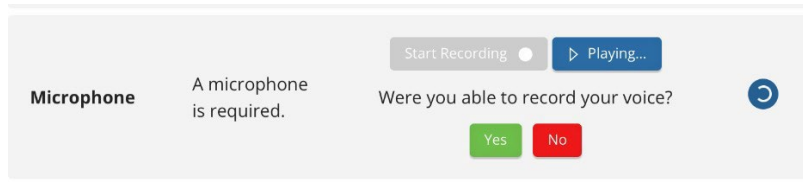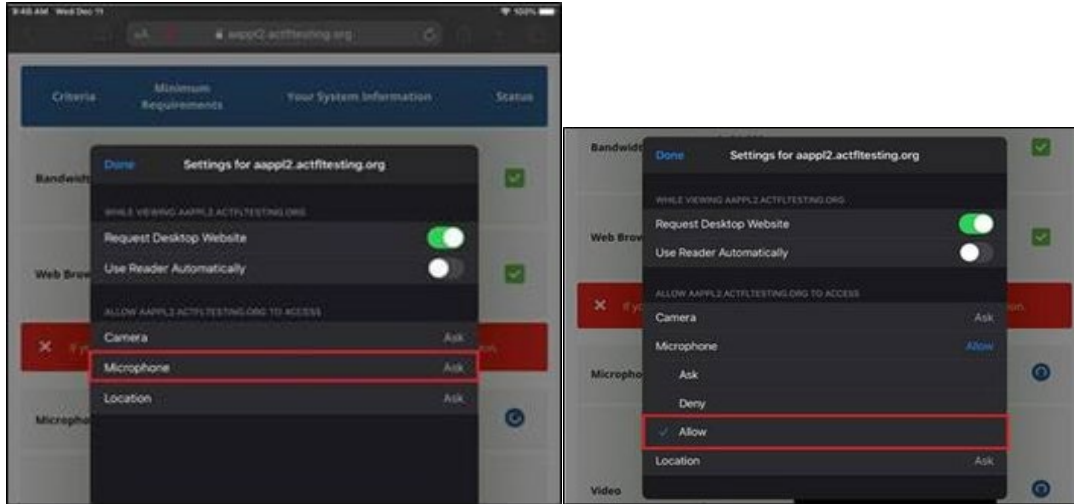

- The microphone on this iPad is now ready for AAPPL testing.

Configuring the Default Microphone Settings

- You can establish default microphone settings in Safari on the iPad by following these steps.
- In Safari, tap the **AA** symbol at top left next to the address bar.

For Customer Support queries, please email aapplhelp@languagetesting.com or call LTI during regular business hours (Monday through Friday, 8:00 a.m. to 7:00 p.m. Eastern time) at (914) 963-7110 Option 1.

6

- Tap to open the Microphone settings menu and change from **Ask** to **Allow**.

- Confirm that Microphone Access is set to **Allow** while on the AAPPL testing site.

For Customer Support queries, please email aapplhelp@languagetesting.com or call LTI during regular business hours (Monday through Friday, 8:00 a.m. to 7:00 p.m. Eastern time) at (914) 963-7110 Option 1.

7